

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
September 13, 2018
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, September 13, 2018 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Project Engineer Scott Hajek, Director of Public Works and Engineering Timothy Farrell and Village Attorney John Cowlin.

PLEDGE OF ALLEGIANCE: Mayor Sass led the Pledge of Allegiance.

PUBLIC COMMENTS:

Donald Formella, 10607 Mathew St., commented on District 158's Solar Project; the Payouts on the agenda; the agreement with the Langton Group; and, suggested that the Village apply for the \$10,000 ComEd grant.

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the September 13, 2018 Bill List in the amount of \$297,558.27

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve the September 13, 2018 Bill List in the amount of \$297,558.27.

MOTION: Trustee Piwko

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- b) Consideration – An Ordinance Amending Title IX, Chapter 94: Health, of the Village of Huntley Code of Ordinances adding Section 94.03: Home Kitchen and Cottage Food Operations

Management Assistant Barbara Read reported that in June 2014, the State of Illinois passed Public Act 098-0643 which established certain regulations for the operation of a home kitchen. The Act is

commonly referred to as the “Cupcake Law.” Public Act 099-0191 further amended the regulations governed within the Illinois Municipal Code.

This law allows the direct sale of non-potentially hazardous food by Home Kitchen Operations and Cottage Food Operations as permitted in accordance with the Food Handling Regulation Enforcement Act (410 ILCS 625). Home Kitchen and Cottage Food Operations shall register as a business with the Village of Huntley. The Home Kitchen and Food Operation shall provide proof of registration with the Illinois Department of Revenue as a retailer prior to the receipt of approval from the Village.

Staff Analysis

According to the law, a home kitchen operation is defined as “a person who produces or packages non-potentially hazardous baked goods in a kitchen of that person’s primary domestic residence for direct sale by the owner or a family member.”

The Village has received a request from a resident and Huntley Farmers Market vendor to operate a home kitchen within the community. In order to permit the operation, the Village Code will need to be amended to allow the use.

The proposed provisions are similar to other communities which have allowed the uses. The code will require operators to both register with the Village of Huntley as outlined in Chapter 114 of the Village Code and the Illinois Department of Revenue as a retailer.

With the adoption of the Food Handling Regulation Enforcement Act (410 ILCS 625/1et seq.), as amended. Home Kitchen Operations and Cottage Food Operations, as defined by the Food Handling Regulation Enforcement Act, would be permitted within the Village of Huntley as a home occupation as regulated by Section 156.080 Home-Based Business of the Village’s Zoning Ordinance.

Financial Impact

The initial Business Registration Fee is \$25 per business. The annual renewal fee is \$10.00.

Legal Analysis

The Village Attorney has reviewed and all is in order for Village Board consideration.

Management Assistant Read reported that Corinna Bendel Sac is a vendor at the Farmers Market and would like to sell baked goods directly from her home was in attendance.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Goldman asked if the home bakers are inspected. Ms. Read stated that per both the Cottage Certificate and Home Kitchen Law, home bakers will only be inspected by their respective department of health if there is a complaint about them. The vendors at the Farmers Market get inspected 1-2 times per year by the Health Department. The inspector looks at the product and makes sure that they are properly labeled and packaged.

Trustee Leopold asked if they will be charged through the Village; Ms. Read reported that they will have to register with the Village as a business and meet the Village’s business requirements.

Trustee Westberg stated that he was happy to hear about the labeling because of allergens.

Trustee Goldman stated that the State Code is the main code for this but asked if the codes are equal in both counties; Ms. Read stated that they were equal.

Mayor Sass asked if Ms. Sac wished to address the Board but stated that this would be passed; Ms. Sac thanked the Board.

Trustee Leopold wished her good luck.

There were no other comments or questions.

A MOTION was made to approve an Ordinance Amending Title IX, Chapter 94: Health of the Village of Huntley Code of Ordinances adding Section 94.03: Home Kitchen and Cottage Food Operations establishing regulations for Home Kitchen and Cottage Food Operations within the Village of Huntley.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- c) Consideration – An Ordinance Approving (i) Text Amendments related to Solar Energy Systems to Section 156.011 “Definitions”, Section 156.026 “Residential Estate District”, and Section 156.068 “Special Use Permits” of Chapter 156: Zoning Ordinance of the Village of Huntley Code of Ordinances; (ii) a Special Use Permit for a Large Solar Energy System; and (iii) Site Plan Review for a proposed Large Solar Energy System and related site improvements for Huntley Community School District 158 Harmony Road Campus, 13719 Harmony Road

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Forefront Power (“ForeFront”) and Huntley Community School District 158 (“District 158”) are proposing to install ±7.8-acres of solar panels on the District’s Harmony Road Campus, 13719 Harmony Road, which is zoned RE-1 Residential Estate District. Similar solar panel installations are also proposed on the District’s Reed Road and Square Barn Road campuses which are located in Lake in the Hills and Algonquin, respectively. The project is subject to the approval of various state and federal tax incentives for solar energy and the application requires local approvals to be in place prior to securing the incentives.

The proposed solar panels would be located on the north side of the campus, adjacent to Harmony Road. There would be a ±1.6-acre solar panel installation within an open field immediately west of the main campus entrance and a ±6.2-acre installation within the dry detention area used for stormwater management.

The proposal by ForeFront and District 158 to install solar panels on the Harmony Road Campus is currently not accommodated by the Village’s Zoning Ordinance. As a result, the requested text amendments to the Zoning Ordinance are proposed to provide for the installation of solar panels on a school campus. The amendments would accommodate a Large Solar Energy System as a Special Use in the RE-1 Residential Estate District, but only as an accessory use to a school campus. Subsequently, ForeFront and District 158 are requesting a Special Use Permit and Site Plan Review for the solar panels.

Staff Analysis

Text Amendments

The proposed text amendments to the Zoning Ordinance are necessary to allow for solar panels as proposed by ForeFront and District 158. The amendments will define a School Campus, Solar Energy System and Large Solar Energy System and add a Large Solar Energy System as a Special Use in the RE-1 Residential Estate District, but only as an accessory use to a school campus.

The amendments to Section 156.068 Special Use Permits will provide further standards and application requirements for locating a Large Energy Solar System in the RE-1 zoning district. The Special Use general standards that will apply to Large Solar Energy Systems include, but are not limited to, the following:

- A minimum lot area of 50-acres is required.
- The aggregate area of a Large Solar Energy System shall be no less than 5-acres and shall not exceed 8-acres.
- A setback of no less than 50 feet shall be required from all lot lines.
- The maximum height of a Large Solar Energy System shall not exceed twelve (12) feet.
- Perimeter fencing shall have a maximum height of eight (8) feet and a minimum height of six (6) feet.
- Evergreen landscaping shall be planted outside the perimeter fencing parallel to any right-of-way.
- Evergreen landscaping is required along any perimeter fencing that is adjacent to a side and/or rear lot line.

Additionally, the proposed amendments require the owner or operator of the Large Solar Energy System to provide an operation and maintenance report to the Village within 14 days of it being requested. This allows the Village to ensure the system is operational. If the system is out of service or not producing electrical energy for a period of twelve (12) months, it will be deemed nonoperational and decommissioning and removal of the system shall commence according to the decommissioning plan that must be provided to and approved by the Village.

Special Use Permit

In accordance with the proposed text amendment, ForeFront Power and Huntley Community School District 158 are requesting a Special Use Permit to allow a ±7.8-acre Large Solar Energy System as an accessory use on the Harmony Road campus. The following table summarizes the bulk regulations that are applicable to a Large Solar Energy System on a School Campus.

General Standards – Bulk Regulations

	Minimum	Maximum	Proposed
Lot Area	50-acres	--	50.4-acres
Aggregate Area of the Large Solar Energy System	5-acres	8-acres	7.8-acres
Setbacks	50 feet	--	50 feet
Height	--	12 feet	12 feet
Fence Height	6 feet	8 feet	6 feet

The petitioner has provided a narrative as an attachment to this report to address the Special Use general standards for a Large Solar Energy System.

Site Plan Review

The aggregate ±7.8-acre Large Solar Energy System will be located on the north side of the campus, adjacent to Harmony Road. It consists of ±1.6-acre solar installation within an open field immediately west of the main campus entrance and a ±6.2-acre solar installation within the dry detention area used for stormwater management immediately east of the main campus entrance. Each of the locations will be enclosed by an eight (8) foot tall fence. The fence material will be decorative aluminum along the Harmony Road frontage and black vinyl coated chain link for the remaining portions of the fence enclosure. The decorative fencing along Harmony Road will be supplemented with evergreen trees that will be planted to provide screening from the roadway. The trees are proposed to be planted every 25 feet on center along Harmony Road. Additional evergreen trees will also be placed along the westernmost and easternmost perimeter of the site. The total number of trees to be planted is approximately 50.

The proposed lighting and signage for the project are both minimal. The only proposed lighting will be a motion-sensing security light at the entrance gate to each of the two sites. Proposed signage is limited to warning signs that will be posted at each ingress/egress point for each site. The project emergency contact information and 911 addresses will be posted on each sign.

As noted, the ±6.2-acre portion of the proposed Large Solar Energy System is to be constructed within a stormwater management area that is located east of the main campus entrance. Development Services has confirmed the calculations provided by the petitioner's engineer that there will be minimal impact to the stormwater management on the school campus and the existing stormwater basin. The panels will be mounted to frames that are supported on 968 steel beams driven into the ground. Each beam will displace about ½ gallon of the stormwater required to be stored in the basin during a storm event. The total volume of stormwater displaced by all of the beams necessary for the construction of the system is roughly the equivalent of a 5-foot diameter pool filled 4 feet deep. This amounts to about 0.005% of the total storage available in the detention basin. Furthermore, the entire stormwater basin was constructed with a surplus of 3.4 acre-feet, which is about 10% of the total volume required.

Special Village Legal Counsel Opinion on Precedent of Proposed Zoning Text Amendment

Regarding the legal precedent that would be set by the draft text amendment, as written it is intended to be very limited in scope and application. Specifically, the draft amendment provides that Large Solar Energy Systems would be allowed only pursuant to special use permit and only as an accessory use to a school campus that is at least 50 acres in size and located in the RE-1 District. It appears only the Huntley High School property would satisfy the criteria to apply for a special use permit for a Large Solar Energy System.

If another property, such as a commercial or industrial property, wanted to install a Large Solar Energy System, they would be required to petition the Village for a text amendment to the Zoning Code to broaden the circumstances under which Large Solar Energy Systems are allowed within the Village. Whether or not to amend the Zoning Code in response to such a petition is a legislative matter within the Village Board's discretion, and the Village Board's decision need only be supported by a rational basis. There are many conceivable reasons why the Board might allow Large Solar Energy Systems at a school campus but not commercial/industrial properties. For example, the school is publicly-funded, rather than a for-profit venture, so there is a direct public benefit from saving energy costs. Additionally, there may be educational aspects to installing and maintaining solar technology on a high school campus.

Plan Commission Recommendation

The Plan Commission reviewed the requested actions and conducted the required public hearing at their Monday, September 10, 2018 meeting. Three (3) members of the public provided testimony. Two were in support of the petition and one expressed concerns. After hearing testimony, the Plan Commission unanimously recommended approval by a vote of 6-0, subject to the following conditions:

1. The manufacturer's specifications and recommended installation methods for all major equipment, including solar panels/collectors, mounting systems, and foundations for poles and racks shall be complied with.
2. Appropriate or required signage for security and safety shall be placed on solar panels, all electrical equipment, and the perimeter fence. No additional signs, advertising, or logos shall be permitted on or attached to any Large Solar Energy Systems.
3. If lighting is provided, it shall be shielded and downcast such that the light does not spill onto any adjacent parcel or the night sky. No solar collectors shall have supplemental external lighting.
4. Reflection angles for solar collectors shall be oriented such that they do not project glare onto adjacent properties.
5. Upon request from the Village of Huntley, the owner or operator of a Large Solar Energy System must submit, within 14 days, a current operation and maintenance report to the Development Services Department.
6. The Large Solar Energy Systems shall be subject to the Village's stormwater management, erosion, and sediment control provisions and NPDES permit requirements.
7. The petitioner will comply with all final engineering revisions to be approved by the Development Engineer.
8. The Owner of the Large Solar Energy System shall maintain a current general liability policy covering bodily injury and property damage and name the Village as an additional insured with limits of at least one million dollars (\$1,000,000.00) per occurrence and five million dollars (\$5,000,000.00) in the aggregate with a deductible of no more than five thousand dollars (\$5,000.00).
9. The fire protection plan for the construction and the operation of the facility, and emergency access to the site requires the approval of the Huntley Fire Protection District.
10. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
11. Landscaping shall be maintained in accordance with the approved Landscape Plan. Landscaping must be replaced immediately upon decline.
12. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
13. The decommissioning plan shall be approved by the Development Services Department prior to the installation of the Large Solar Energy System.
14. Any future expansion or addition to the Large Solar Energy System shall require an amendment to the Special Use Permit.

Financial Impact

There is no financial impact to the Village of Huntley.

Huntley Community School District 158 is estimated to net approximately \$4,290,073 in positive cash flow over the next 20 years as a result of the Power Purchase Agreement with ForeFront Power.

Director Nordman reported that District 158 representatives were in attendance to answer questions.

Mayor Sass asked the Village Board if they had comments or questions.

Trustee Hoeft stated that he would like trees planted on the northeast corner along the pond. Trustees Kanakaris and Goldman agreed with Trustee Hoeft. Trustee Westberg stated that the pond and the plantings around the pond will block the view.

Trustee Kanakaris stated that he does not want any chain-link fencing and would like decorative fencing surrounding the solar area. Village Manager Johnson reported that there is already chain-link fencing there.

District 158 Superintendent Dr. Scott Rowe reported that at the corner of Harmony Road and the student entrance, the grasses around the pond are quite tall so that the pond cannot be seen now. Dr. Rowe also reported that the pond may cause the trees to struggle. Dr. Rowe stated he was not opposed to adding trees but thinks they would not do well and it would not look appealing.

Trustee Kanakaris asked who would be paying for the fencing; Dr. Rowe reported that Forefront Power would pay for the fencing.

Doug Renkosik, Director of Operation and Maintenance for District 158, stated the District cannot ask for too much from Forefront as the energy savings will lessen. Mayor Sass stated that they still want it to look nice.

Trustee Kanakaris stated that he is not concerned with the trees but he doesn't want to see a chain-link fence. Mayor Sass asked if he means decorative fencing around the entire area and Trustee Kanakaris said yes, around the entire area. Village Manager Johnson suggested a compromise of eliminating some of the trees that are in front of decorative fencing and add those trees where there is chain-link fencing.

Dr. Rowe suggested that a high school spirit sign be put on the chain-link fence which covers the fencing material.

Trustee Westberg stated that when they were before the Village Board before, Dr. Rowe stated that this project is to show innovation and allowing the community to see the solar panels. Dr. Rowe stated that he hopes seeing the panels will spark conversation in the schools regarding innovation and technology in the schools but most importantly D158 is saving money to function at a higher level and offer outstanding programs and not have to go to the public to ask for money for a very long time.

Trustee Goldman asked if there were security cameras in the area as she has concerns about kids climbing the fence and getting into the solar field. Dr. Rowe stated that there were cameras focused down the main drive and into the student parking lot. Mr. Ed Switzer of ForeFront Power LLC reported that there will also be a motion sensing light at the entrance of the solar field.

Trustee Leopold stated that he supports the plan as presented including the chain-link fence and the trees where originally discussed.

Trustee Piwko stated that he also supports the plan as presented.

Trustee Westberg stated that he supports the plan as presented.

Trustee Goldman stated that she likes the addition of the spirit sign on the fencing and supports the plan as originally presented.

Trustee Kanakaris asked how often the grass would be cut; Mr. Switzer stated that it would be cut about four times during the season. Village Manager Johnson reported that currently, the storm water area is currently not mowed at all.

There were no other comments or questions from the Village Board.

A MOTION was made to approve an Ordinance for (i) Text Amendments related to Solar Energy Systems to Section 156.011 “Definitions”, Section 156.026 “Residential Estate District”, and Section 156.068 “Special Use Permits” of Chapter 156: Zoning Ordinance of the Village of Huntley Code of Ordinances; (ii) a Special Use Permit for a Large Solar Energy System; and (iii) Site Plan Review for a proposed Large Solar Energy System and related site improvements for Huntley Community School District 158 Harmony Road Campus, 13719 Harmony Road.

MOTION: Trustee Leopold

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Hoeft, Kanakarlis, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- d) Conceptual Review of a Proposed Site Plan and Building Elevations for a ±46,800 Square Foot Addition for TEQ LLC, 11320 Main Street and Authorization to Negotiate a Business Development Agreement

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that TEQ located at 11320 Main Street specializes in the design, engineering and manufacturing of thermoformed plastic packaging and products for the medical, electronic and commercial markets. TEQ is proposing construction of a ±46,800 square foot addition to their existing ±84,000 square foot office-manufacturing-warehouse facility which is located on a 6.06-acre site at the northwest corner of Main Street and Bakley Street. TEQ is expecting to add 30 – 40 additional employees as a result of the building addition. The subject property is zoned “M” Manufacturing.

Staff Analysis

Site Plan

The proposed ±46,800 square foot warehouse addition will extend north from the existing building and include two (2) additional loading dock bays and will include an overhead door on the north elevation of the addition (adjacent to Kiley Drive). The addition will maintain the same setback (19.84') from Bakley Street as the existing building. The northwest corner of the proposed addition will be setback 20.1' from the property line adjacent to Kiley Drive, thereby requiring 9.9' from the thirty (30') foot setback requirement.

To comply with the Village’s Stormwater Management Ordinance, the building addition for TEQ will require stormwater detention. Detention is required whenever there is an increase in the total impervious area in excess of 25,000 square feet. The existing Village of Huntley owned detention basin west of the TEQ property/north of Main Street could be modified to account for the additional volume required. This may be accomplished through a combination of raising the perimeter of the existing basin and excavation of the bottom of the basin.

Parking

The reconfiguration of the parking for the site includes the modification of parking islands to allow truck turning movements near the two new loading docks. Nine (9) parking spaces will be added along the west elevation of the building addition. The proposed and required parking for the existing facility and warehouse addition is as follows:

	REQUIRED RATIO	SQUARE FOOTAGE	REQUIRED
OFFICE – FIRST PHASE	4.0 / 1,000 SQ. FT.	4,000	16

WAREHOUSE/MANUFACTURING - EXISTING	1.0 / 1,000 SQ. FT.	80,000	80
WAREHOUSE - ADDITION	1.0 / 1,000 SQ. FT.	46,800	47
		TOTAL REQUIRED	143
		TOTAL PROVIDED	167

Building Elevations

The proposed addition will be 45 feet in height (the existing building is approximately 20 feet in height) and will utilize the same insulated steel wall panels to match the existing facility along the east (facing Bakley Street), north (facing Kiley Drive) and west (facing the site interior) elevations, with the exception that the north elevation will include seven (7) feet of face brick above grade. Therefore, the proposed building elevations will require relief from the Zoning Ordinance Section 156.089 Architecture, requiring masonry, stone, concrete panels or glass for exterior materials for elevations facing a street.

Landscaping

The proposed site landscaping includes plantings along the nine (9) parking spaces added on the west side of the building and nine (9) Honey Locust, four (4) Red Maple, and four (4) Eastern White Pine along the north and east building elevations.

Required Approvals

The proposed addition will require the following review and approvals from the Plan Commission and Village Board:

- i. Plat of Consolidation to consolidate the seven (7) parcels that make up the TEQ site.
- ii. Site Plan Review including the following relief:
 - a. Relief of 9.9' from the Zoning Ordinance, Section 156.045 (C)(3) thirty (30) foot building setback requirement for the proposed building addition at the northwest corner adjacent to the Kiley Drive cul-de-sac.
 - b. Relief of 0.16' from the Zoning Ordinance, Section 156.045 (C)(3) twenty (20) foot building setback required for the proposed building adjacent to Bakley Drive.
 - c. Relief from the Zoning Ordinance Section 156.089 Architecture for exterior building materials.

The petitioner has also requested the ability to start mass grading the area for the new addition prior to receiving formal approval by the Village Board subject to a mass grading permit issued by the Village. The petition is scheduled to be formally reviewed by the Plan Commission on October 8, 2018 and by the Village Board on for October 11, 2018. The petitioner understands that starting mass grading prior to receiving formal approval by the Village Board is done at their own risk.

Financial Impact

The petitioner is seeking assistance to offset costs associated with the facility expansion.

Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “Promote New Business Development, Retention, and Expansion” as a Strategic Priority, “Attract and Retain Businesses to Enhance Tax Base and Create New Jobs” as a goal.

Director Nordman reported that the petitioner was in attendance to answer questions.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Leopold asked when the Public Hearing would take place; Director Nordman stated the Public Hearing at the Plan Commission will be on October 8th; Trustee Leopold stated that he does not want the mass grading to begin prior to approval. Trustee Leopold also stated that he would like landscaping planted on the Main Street side of the retention pond.

Trustee Kanakaris stated that he would not have a problem with mass grading prior to approval and was happy that the company will be adding jobs.

Mr. Randy Loga, President of TEQ, reported that in the last 10 years the company has gone from 60 to 200 employees and that he expects another 30 to 40 more employees in the next five (5) years. Mr. Loga stated that he wishes to expand his facility here instead of moving to their other location in Indiana.

Trustee Kanakaris stated that he would like for them to make the addition look better.

Trustee Westberg asked what the need was for the new building to be 40 feet tall; Mr. Loga reported that the new equipment is 30 feet tall. Trustee Westberg stated that he thinks the Bakley Street side of the building looks too plain. Mr. Loga stated that they could improve that side of the building with additional landscaping. Trustee Westberg stated that he also approves of mass grading before final approval.

Trustee Hoeft stated that he supports mass grading of the site now.

Trustee Piwko also stated that he supports mass grading now.

It was the consensus of the Village Board for the petition to proceed in the formal review process, mass grading to begin at the petitioner’s risk and to authorize staff to negotiate a business development agreement for Village Board consideration.

- e) Consideration – Approval to Waive Competitive Bidding and Enter into an Agreement with Langton Group for Mainline Snow and Ice Control Operations Services for 2018/2019

Village Manager David Johnson reported that the Village has utilized the services of private contractors to assist with snow and ice removal operations for the past several years. In 2016, the Village entered into a contract with Tovar Snow Professionals for snow and ice control services for the downtown area to supplement Public Works and allow staff to concentrate on snow and ice control efforts within the remaining Village roadway network. The 2018/2019 will be the final season of a three year contract. Staff intends to solicit downtown snow removal bids for future seasons after the 2018/2019 season.

Another example of utilizing a private contractor was the nine-day period between February 3 and February 11, 2018, when snow fell each day with over 18 inches of total snow accumulation in that period. In order to maintain an acceptable level of service, the Village engaged the services of Langton Group on an emergency basis to assist with keeping the mainline routes open during the necessary rest periods for Public Works staff. This strategy was effective with positive outcomes. As a result, staff is seeking policy direction for contracting out a portion of snow and ice control operations for the entire 2018/2019 snow season (November 15, 2018 – April 15, 2019) as a pilot program to assess future use of private contractors to augment Village staff and resources.

Staff Analysis

The Village's roadway network consists of 15 snow routes totaling just over 130 centerline miles. The operation is such that Public Works staff works up to the first 16 hours of a storm event and then has 8 hours of rest to re-establish concentration and alertness required for safe and effective snow plowing. During the rest hours of first shift full time staff, part-time seasonal drivers along with a small group of remaining full time staff not used in the first shift are employed to maintain passable roadway conditions. For many events, this operational strategy is effective. However, for above average snow fall accumulation and long duration events such as that experienced in February, it can be challenging to keep pace at current staffing and equipment levels. Also, soliciting an adequate number of qualified seasonal drivers along with the task of organizing the drivers for any given event has been problematic and resource intensive. Utilizing the assistance of a private contractor is intended to enhance operations and improve service levels.

Because of the experience and performance demonstrated by the Langton Group in the February 2018 event, staff has requested a proposal from Langton Group for the mainline routes for the 2018/2019 snow season. The routes are identified below and in the attached exhibits:

- Area 1, Route 1 – S. Union Road, Ackman Road, Talamore Blvd, Founders Field Blvd, Reed Road, Vine Street, and Haligus Road from Main Street north
- Area 2, Route 1 – Main Street, Kreutzer Road, Haligus Road from Main Street south, Huntley-Dundee Road, Smith Drive, Regency Parkway, and Powers Road
- Area 3, Route 1 – Hemmer Road, Del Webb Blvd, Countryview Blvd, Sun City Blvd, Clanyard Road, Jim Dhamer Drive, Freeman Road, Auto Mall Drive, and Manning Road

Utilizing a contractor for these routes would free up staff resources to be allocated to other routes for enhanced performance and will keep the highest service levels possible on the most heavily traveled roadways. The contractor would be responsible for providing a tandem-axle six wheeler dump truck to include a front snow plow, bulk salt spreader, liquid pre-wetting system, and a driver.

The proposal provides for the following:

- Guaranteed minimum price to be paid to Langton of \$23,600 per route, or \$70,800 total for all three routes for the 2018/2019 snow season (Note: based upon a normal snowfall season, staff anticipates that the guaranteed minimum price will likely be exceeded at a total cost of approximately \$100,000)
- Rate of \$150.00 per hour per route for actual time spent over and above the guaranteed minimum
- Monthly billing

The guaranteed minimum price enables the contractor to commit upfront the required equipment and manpower levels to service the Village.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a strategic priority and “Continue to balance and evaluate the use of full-time, part-time and contractual arrangements to provide services to Village residents” as an objective.

Financial Impact

The guaranteed minimum price for the three (3) mainline routes to be paid to Langton is \$70,800, but is likely to be in the range of \$100,000. If approved, this item will be budgeted for accordingly in the FY19 budget.

Legal Analysis

Waiver of the formal bidding process is required.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Hoeft stated that he approves of the hourly rate and asked if the Village can fire the company if they do not perform up to Village standards; Village Manager Johnson stated that the Village will be able to end the contract and that is what the attorney is currently working on.

Trustee Westberg asked if the Village has used the Langton Group before favorably; Village Manager Johnson stated that they had worked for the Village during the winter of 2017-18. Trustee Westberg asked if they guarantee the response time; Director of Public Works and Engineering Timothy Farrell replied yes there is a guaranteed response time.

Village Manager Johnson reported that Public Works staff is augmented with seasonal employees and sometimes the seasonal employees are not responsive. Using a contractor, the Village will know they will be ready to start.

Trustee Goldman asked where the Langton Group is located; Village Manager Johnson stated they are from Woodstock.

There were no other comments or questions.

A MOTION was made to approve a Resolution Authorizing the Waiver of the Formal Bidding Process and Entering into an Agreement with Langton Group for Mainline Snow and Ice Control Operations Services for 208/2019 at the hourly rate of \$150 per hour per route with a minimum guaranteed amount of \$70,800.00.

MOTION: Trustee Leopold

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- f) Consideration – Approval of Payout Request No. 9 in the Amount of \$571,292.00 and Payout Request No. 10 in the Amount of \$69,635.00 to Independent Mechanical Industries, Inc. for Wastewater Treatment Facilities Upgrades Project

Director of Public Works and Engineering Timothy Farrell reported that on September 14, 2017 the Village Board of Trustees awarded a contract for the Wastewater Treatment Facilities Upgrades project to Independent Mechanical Industries, Inc. (IMI). The contract amount was \$2,940,000.00. IMI started

working on November 13, 2017 and has submitted the ninth and tenth payout requests for the project for work completed through August 31, 2018. Village staff and the Village's project engineer, EEI, has reviewed the request and all is in order for Village Board consideration.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$65,000.00	\$6,500.00	\$0.00	\$58,500.00
#2	\$115,000.00	\$11,500.00	\$58,500.00	\$45,000.00
#3	\$225,500.00	\$22,550.00	\$103,500.00	\$99,450.00
#4	\$802,250.00	\$80,225.00	\$202,950.00	\$519,075.00
#5	\$1,407,950.00	\$140,795.00	\$722,025.00	\$545,130.00
#6	\$1,604,700.00	\$160,470.00	\$1,267,155.00	\$177,075.00
#7	\$2,055,580.00	\$102,779.00	\$1,444,230.00	\$508,571.00
#8	\$2,246,190.00	\$112,309.50	\$1,952,801.00	\$181,079.50
#9	\$2,847,550.00	\$142,377.50	\$2,133,880.50	\$571,292.00
#10	\$2,920,850.00	\$146,042.50	\$2,705,172.50	\$69,635.00

Financial Impact

The FY2017 Budget included partial funding for the Wastewater Treatment Facility Upgrades in the amount of \$1,226,250.00 in the Sewer Capital Fund, 525-00-00-8005. The project carried over into FY2018. The project is funded by a \$3,000,000 debt issuance that was approved by the Village Board on August 24th.

Director Farrell reported that the project is 95% complete.

Village Manager Johnson stated a tour will be arranged to see the upgrades.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Westberg asked if the Federal government had to sign off on the project. Director Farrell reported that information is to be sent to the Illinois Environmental Protection Agency.

There were no other comments or questions.

A MOTION was made to approve of Payout Request No. 9 in the amount of \$571,292.00 and Payout Request No. 10 in the amount of \$69,635.00 to Independent Mechanical Industries, Inc. for the Wastewater Treatment Facilities Upgrades project.

- MOTION:** Trustee Kanakaris
- SECOND:** Trustee Leopold
- AYES:** Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
- NAYS:** None
- ABSENT:** None
- The motion carried: 6-0-0**

- g) Consideration - Approval of Payout Request No. 2 to Arrow Road Construction Company for the 2018 MFT Street Program in the amount of \$438,913.53

Director of Public Works and Engineering Timothy Farrell reported that on April 26, 2018, the Village

Board approved a resolution appropriating \$750,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2018 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Arrow Road Construction Company in the amount of \$636,443.75 for the grind and overlay of Huntley Meadows Subdivision including Main St. for a total length of 11,824 ft. (2.24 miles).

Arrow Road Construction Company has submitted the second payout request for the 2018 MFT Street Program. The Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the payout request No. 2.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$180,611.40	\$18,061.14 (10%)	\$0.00	\$162,550.26
#2	\$633,119.78	\$31,655.99 (5%)	\$162,550.26	\$438,913.53

Financial Impact

The FY2018 Budget includes \$589,000 in the MFT Fund line item 460-00-00-8001 for the 2018 Street Improvement Program. A budget amendment to approve the increased expenditure was approved by the Village Board on August 9, 2018.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve Payout Request No. 2 to Arrow Road Construction Company in the amount of \$438,913.53 for the work completed under the 2018 MFT Street Program.

- MOTION:** Trustee Piwko
- SECOND:** Trustee Hoeft
- AYES:** Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
- NAYS:** None
- ABSENT:** None
- The motion carried: 6-0-0**

- h) Consideration - Approval of Payout Request No. 1 to Mauro Sewer Construction Inc. for the 2018 Water Main Replacement Program in the amount of \$136,386.00

Director of Public Works and Engineering Timothy Farrell reported that on May 24, 2018, the Village Board approved a Resolution Authorizing a Bid Award to Mauro Sewer Construction Inc. in the amount of \$407,963.00 for the 2018 Water Main Replacement Program.

Mauro Sewer Construction, Inc. has submitted the first payout request for the 2018 Water Main Replacement Program. Staff has reviewed the request and recommends approval of the payout request No. 1.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$151,540.00	\$15,154.00	\$0.00	\$136,386.00

Financial Impact

The FY2018 Budget includes \$325,000 in the Water Equipment Replacement Fund line item 515-00-00-8004 for the 2018 Water Main Replacement Program.

The base bid amount was for \$282,703.00 which included water main replacement of approximately 1,350 feet of 10” pipe, valve vaults, fire hydrants and new service connections and Option #1 Bid amount of \$407,963.00 which included the base bid work and an additional 825 feet of 10” pipe on the Smith Court loop. Option #1 was approved by the Village Board on May 24, 2018 with a necessary budget amendment approved on August 9, 2018.

Director Farrell reported that the project is approximately 75% complete.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve Payout Request No. 1 to Mauro Sewer Construction, Inc. in the amount of \$136,386.00 for the work completed under the 2018 Water Main Replacement Program.

MOTION: Trustee Westberg

SECOND: Trustee Kanakaris

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- i) Consideration – Approval of Payout Request No. 1 (Final) in the Amount of \$34,095.28 to Meade Inc. for Pedestrian Warning Beacon Modifications at Haligus Road and Scott Drive/Marlowe Middle School Access Drive

Director of Public Works and Engineering Timothy Farrell stated that he wanted to mention that all the payouts at tonight’s agenda were awarded via competitive bids.

Director Farrell reported that on May 24, 2018 the Village Board awarded a contract for the safety modifications at Haligus Road and Scott Drive/Marlow Middle School access drive to bring the intersection into Federal Highway Administration (FHWA) compliance, and to reduce the potential for future incidents related to the pedestrian crossing.

Meade, Inc. has submitted the first and final payout request for the Haligus Road and Scott Drive/Marlowe Middle School Access Drive in the amount of \$34,095.28 for work completed on July 24, 2018. Staff has reviewed the request and recommends approval of the payout request.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1/Final	\$34,095.28	\$0.00	\$0.00	\$34,095.28

Financial Impact

The FY18 Budget includes \$40,000 for the project in the Capital Projects Fund, 400-00-00-8000.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to Approve Payout Request No. 1 (Final) in the Amount of \$34,095.28 to Meade Inc. for the Haligus Road and Scott Drive/Marlowe Middle School Access Drive Safety

Modifications.

MOTION: Trustee Hoeft
SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

j) Consideration – Approval of the Fiscal Year 2019 Budget Calendar

Village Manager David Johnson reported that to commence the FY2019 budget process, Staff is presenting the proposed Budget Calendar.

Staff Analysis

Pursuant to State Statutes, dates are included showing when all applicable notices are to be published to conduct the levy and budget hearing.

Village Manager Johnson noted the following dates on the calendar:

October 11, 2018	Financial Policies Review
December 6, 2018	Public Hearing – FY19 Proposed Budget, Village Board Consideration of FY19 Budget, Village Board Consideration of 2018 Property Tax Levy

The FY2019 Budget Calendar was included in the packet for review and consideration by the Village Board.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

This agenda item was for informational purposes only – no action was required.

k) Consideration - A Resolution to Accept and Place on File the Village of Huntley Village Board and Advisory Board Meeting Date and Holiday Schedule for 2019

Village Manager David Johnson reported that Staff is currently preparing the 2019 Calendar to be distributed to the residents in December. The 2019 meeting schedule continues the twice per month meeting schedule for the Village Board with no Committee of the Whole meetings unless needed. Village Board meetings will be on the second and fourth Thursday of the month starting at 7:00 pm.

Included in the packet is the proposed 2019 holiday schedule and meeting dates for the Village of Huntley. Once the schedule has been approved by the Village Board the meeting schedule will be published and distributed. If necessary, meetings may be added or cancelled throughout the year, after approving the schedule, with appropriate legal notice.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve a Resolution to Accept and Place on File the Village of Huntley Village Board and Advisory Board Meeting Date and Holiday Schedule for 2019, as presented.

MOTION: Trustee Goldman
SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None
ABSENT: None
The motion carried: 6-0-0

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Leopold asked if the cause of the house explosion has been determined; Village Manager Johnson stated that the Fire Protection District has not issued a statement on the cause of the fire.

Trustee Kanakaris noted that the grass on the median on Algonquin Road has not been mowed in a while; Village Manager Johnson stated that Staff will follow up with the County. Village Manager Johnson reported that the Village mows the media on Route 47 (IDOT road) but not Algonquin Road (McHenry County road).

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported that McCOG is September 26th in Barrington Hills.

Mayor Sass reported that the candidate filing packets for the spring election will be available on September 18th.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:19 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Reporting Secretary